

STATE CONTROLLER'S OFFICE
21st CENTURY PROJECT
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: July 8, 2004

21st CENTURY PROJECT LETTER #04-003

TO: All 21st Century Project Stakeholders

RE: **SOFTWARE REQUEST FOR PROPOSAL RELEASED MAY 18, 2004**

The 21st Century Project is pleased to announce the release of the Software Request for Proposal (RFP) on May 18, 2004.

The 21st Century Project will conduct two procurements to obtain and implement an integrated Human Resource Management System (HRMS). The first procurement, the Software RFP, will be used to select a Commercial Off-the-Shelf (COTS) HRMS package with the functionality of: Position Management, Employment, Payroll, Benefits Administration, Leave Accounting, Timekeeping, Management Reporting, Employee Self-Service, Workflow and "What-if" scenarios. Immediately following the selection of the COTS HRMS software, a second RFP incorporating the selected COTS software bidder's proposal responses will be issued for integration services. Once both procurements have been completed, a Special Project Report will be submitted to the Department of Finance for project approval.

The Software RFP provides software bidders with a variety of information. Specifically:

- Rules governing competition.
- Current system/environment information on business processes, primary entities that interact with the Employment History/Payroll Systems, technology infrastructure, and business transaction volumes.
- 613 requirements (63 Administrative and Technical, 550 Business) in which the software bidders must provide a response/solution.
- Overview of the proposed business model describing the business processes covered within the scope of the RFP.
- Method for cost presentation and evaluation.
- Agreement entered into between the 21st Century Project and the software contractor.

The critical dates for the Software RFP are as follows:

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| • Letter of intent to bid due from software bidders | June 8, 2004 |
| • Last day for software bidders to protest RFP | July 6, 2004 |
| • Software draft proposals due | July 21-29, 2004 |
| • Software final proposals due | September 23-
October 14, 2004 |
| • Select software vendor and issue letter of intent to award | November 16, 2004 |

If you have questions regarding the Software RFP, please contact 21stcentury@sco.ca.gov.

Don Scheppmann, Chief, Business Operations
21st Century Project

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